

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process of formal recognition for skills and knowledge gained through previous learning such as:

- Life experiences
- Previous formal learning
- Employment

**RPL cost:** Enrolment fee of \$650 plus \$250 per unit

## Credit Transfer

You may be eligible for a credit transfer if you have previously undertaken training through a Registered Training Organisation. Credit transfer may be granted for one or more units or a full certificate level. Three major factors need to be considered:

- How current the qualification is,
- Mapping to the current training and
- If the training was undertaken with a Registered Training Organisation.

## You will need access to the following:

\* Computer- Windows (ArchiCAD, Autodesk AutoCAD and Revit users) or Mac (ArchiCAD and Autodesk AutoCAD users only)

\* 64-bit processor with 4 or more cores

- 8GB RAM minimum (16GB RAM recommended)
- Min 15GB hard drive space
- Display 1440x900 resolution
- Video Card – OpenGL 2.0 compatible graphics card

\* Internet Connection

\* Windows, Mac OS X

\* Adobe Acrobat Reader

\* Adobe Flash Player 10.3+. Visit Adobe website to get the latest version

\* Microsoft Office (Word, Excel, PowerPoint & Outlook)

\* Ability to use Video/Skype

\* Email Account



CPP40115 Certificate IV in Building Design Drafting



## Built Form Design Academy

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## CPP40115 Certificate IV in Building Design Drafting

Upon successful completion of 15 units of competency, students will be issued a CPP40115 Certificate IV in Building Design Drafting. Where a student withdraws prior to the completion of the certificate they will be issued a Statement of Attainment for all units that they have successfully completed if all due fees have been paid.

### Units in the qualification:

CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry  
CPPBDN4001 Research and evaluate construction materials and methods for building design projects  
CPPBDN4002 Research and apply compliance requirements to technical construction documentation  
CPPBDN4003 Collect, apply and store building design project information  
CPPBDN4005 Review and report structural integrity of building designs  
CPPBDN4004 Setup BIM capable software and files for building design drafting projects  
CPPBDN4006 Import and transpose information from external sources into digital building design drawings  
CPPBDN4007 Store and retrieve building design documentation  
CPPBDN4008 Produce digital building design concept drawings  
CPPBDN4009 Analyse building design drawings and review findings  
MSFID4009 Research architectural styles and movements  
CPPBDN4010 Prepare documentation for planning approval  
CPPBDN4011 Prepare documentation for building approval  
CPPBDN4013 Produce construction detail drawings  
CPPBDN5017A Produce 2-D building design drawings using CAD software

**Delivery Method:** Online or distance



### Course Duration

The course is conducted over 12 months (full time) / 2 years (part time). Students who are progressing but do not complete within 24 months may apply for an extension of up to 12 months.

### Study Load (ADD)

Over the duration of the course it is expected that students will need to complete a minimum load of 1200 hours

### Entry requirements

Students wishing to enrol in the CPP40115 Certificate IV in Building Design Drafting will require either of the below:

- Students are required to have year 10 or its equivalent, in English and Maths
- If students do not hold a year 10 certificate or higher or equivalent, they will be required to complete an LLN Assessment

This course is delivered online and requires students have access to a computer with internet. Assessments are to be prepared using a word processing program such as word and submitted via email.

**Administration Fee:** \$650      **Course Fee:** \$6850      **Total Course Fees:** \$7500

**Course Fees are** Inclusive of training material and assessment and GST free

### Payment schedule:

- The \$650 administration fee is payable on enrolment
- An initial payment of \$850 on commencement is required, followed by five (5) equal bi-monthly payment of \$1200, commencing 60 days after the initial payment.

### Refund Policy

- \$650 of your fees is an administration, non-refundable fee
- Built Form Design Academy does not collect fees of more than \$1500 in advance
- Once training has commenced in the course, no refund is available after 28 days to participants who leave before finishing the course unless the Participant can provide a medical certificate or show extreme personal hardship.
- Should participants wish to finalise incomplete competencies in a future course, the original fee payment can be used as credit towards that course within six months of initial payment
- Should Built Form Design Academy cancel the course, participants are entitled to a full refund (or prorate adjusted refund if the course has commenced) or to transfer to another/future course. In this event Participants will be given their preferred option.